GROUPS AND TEAMS

Contoso Legal LLP

Harbour IT

PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
Harbour IT	29 Nov 2026	29 Nov 2026, 10:48 UTC	contoso.onmicrosoft.com

Who can create teams and groups, which have no owner, and the guests in each.

Filtered view. Needs attention: 2 of 6 rows, Problem is Single owner. Teams and groups: 9 of 9 rows, Created: older than 30 days. Other groups: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Teams and groups
9
5 teams

Without an owner
4
Nobody to approve members and guests or renew them

Only one owner
2
Ownerless once that person leaves

With guests
4
6 guest memberships

Settings 6

Setting	Value
Who can create teams and groups	Admins and members of Group creators
Guests can access group content	Yes
Owners can add guests	No
Usage guidelines	https://intranet.contoso.example/teams
Expiration	After 365 days unless in use or renewed
Expiry notices for groups without an owner go to	it@contoso.example

Needs attention 2

Teams and groups without an enabled owner, or with only one. Owners approve members and guests and renew the group.

Flag	Team or group	Type	Problem	Owners
Info	Board	Team	Single owner	Annabel Fraser
Info	Operations	Team	Single owner	Evie Davis

Teams and groups 9 1 to review

Every team and Microsoft 365 group.

Flag	Name	Team	Visibility	Owners	Members	Guests	Created
	Board	Yes	Private	Annabel Fraser	2	0	10 Jan 2025
	Clients	Yes	Private	Annabel Fraser, Jacob Johnson	14	2	4 Mar 2024
	Finance	No	Private	Annabel Fraser, Joseph Morris	10	1	4 Mar 2024
Low	Marketing	No	Private	Bobby Marsh (disabled)	8	0	4 Mar 2024
Low	Marketing	No	Public	None	1	0	1 Sep 2026
	Operations	Yes	Private	Evie Davis	14	0	4 Mar 2024
Medium	Project Phoenix	Yes	Public	Bobby Marsh (disabled)	3	2	10 Jan 2025
Low	Provisioned	No	Private	Provisioning app (app)	1	0	10 Jan 2025
	Sales	Yes	Private	Annabel Fraser, Eve Lambert	3	1	10 Jan 2025

Guests in teams and groups 6

People from outside the organisation who are members of a team or group, and can read its files and conversations.

Guest	Team or group	Type
accounts@hollis-partners.example	Clients	Team
accounts@hollis-partners.example	Finance	Microsoft 365 group
j.okafor@brightpath-consulting.example	Clients	Team
lee_partner.org#EXT#@contoso.onmicrosoft.com	Project Phoenix	Team
pat@supplier.example	Project Phoenix	Team
pat@supplier.example	Sales	Team

Other groups 3

Groups that aren't teams or Microsoft 365 groups. They grant access and deliver mail, but have no shared files or conversations.

Kind	Synced from on-premises	Dynamic membership
Security groups	1	1
Mail-enabled security groups	0	0
Distribution lists	0	0

Prepared by Harbour IT (help@harbourit.example · 0161 496 0000). Read from Microsoft 365 with read-only access; nothing was changed. Data collected 29 Nov 2026, 10:48 UTC.